



Printing on Sticky Notes

Skills for this project:

1. Click and drag
2. Measure
3. Insert clipart
4. Copy & Paste

Open a New document (**File, New** or **Ctrl N**)
Select the **Text Box** tool from the **Drawing Toolbar**.



Click on your page. **Hold** your click. **Drag** a text box on your page.

Sticky notes usually measure 3" x 3". You'll want this text box to be a little bigger than the sticky note.

To correct the size:

RIGHT click on the border of the text box.

Click on Format Text Box.

Click on the Size tab at the top of this window.

Make the height 3.1" and the width 3.1"

Click OK.

This box is just a little bigger than a sticky note.

Click inside the box and type your message. You can change the font, size, style, etc.

Add clip art by clicking on **Insert, Picture, Clip Art**. Move & size it if needed.

When you have one box finished, **SAVE** your page.

Click on the **BORDER** of the text box to select it.

Copy it.

Click anywhere on the page (outside of the text box) and Paste.

Move your new text box.

Click off of all text boxes and Paste again.

Continue until you have 6 boxes on your page.

Move them so they are not overlapping.

Print on a regular sheet of paper.

Place a sticky note within each box on your printed sheet.

Put the paper back in the printer & print once again. This time the printer will print on your sticky notes.

Pull the sticky notes off of the page and put new ones in the boxes. Print again.

Important note:

Each printer is different. You'll have to figure out how your paper goes through your printer. The sticky part of the sticky should always go at the top of the page – in other words, your sticky note should have the 'top' of the sticky note go in the direction the paper goes through your printer. Otherwise, the sticky note will get caught and rip the sticky note and jam the printer. Yikes!

